

REQUEST FOR INFORMATION

Pursuant to the Colorado Open Records Act

Allow three (3) working days for search and completion of records.

Requests should be sent to Utility Clerk at darby@norwoodtown.com or sent to the mailing address above.

Name of Requesting Party: _____ Date of Request: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

COST/FEES

SERVICE	FEE
Gathering, reviewing, researching, and redacting documents up to 1 hour	Free
Gathering, reviewing, researching, and redacting documents per hour after 1 hour	\$30.00 per hour – 15-minute increments
Copies	\$0.25 per 8½ x 11 *documents/plans larger – actual cost
Emailed	\$1 plus compilation time and copy fee
USB Stick	\$5.00 plus compilation time
Postage	Actual cost

INSTRUCTIONS

Please indicate the information you desire and list each requested document specifically. Please be as specific as possible. Allow three (3) working days for search and completion of records.

REQUESTED DOCUMENTS OR INFORMATION: _____

By signing you agree to the costs and fees that may be associated with this request.

Requesting Party Signature: _____

 **STAFF FILL OUT INFORMATION BELOW** 

DEPOSIT NEEDED: NO YES in the amount of: \$ _____ - **Paid On:** _____ **with** _____

Date Request Received: _____ By: _____

Payment Received On: _____ **with** _____

➤ Date Request Completed: _____ By: _____